

Building and Safety

Addresses in Subdivisions

LRDA Number 20070171

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents home and building addresses in subdivided land.	Until superseded.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Affidavits of Non-Use

LRDA Number 20070172

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of sworn statements that property is not currently in use.	Until property in use.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Applications for Temporary Placement of Trailer

LRDA Number 20070179

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the application process for temporary placement of trailers, may include but is not limited to application, fee schedule, receipts, related correspondence and similar documents.	One (1) calendar year from the end of the calendar year to which the records pertain.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Building Master Record

LRDA Number 20071587

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series contains the official copy of the issued building permit, the certificate of occupancy, and all permit related information including but not limited to name of contractor, location of work, contractor licensing information and scope of work performed. May also contain permit site plans, subcontractor information, owner builder exemption statement, related correspondence and similar documents.	Permanent.	This record series may contain confidential or restricted information.	NRS 239C.090, NRS 239C.210	None.

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Building Trades Occupational Licensing Records

LRDA Number 20071411

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series may contain, but is not limited to, applications for master license or licenses, examinations, references, continuing education information, child support compliance statements, copies of licenses or permits or record of their issuance, copies of licensing documents from other regulatory or licensing boards and/or commissions, and similar records relating to the issuance of occupational (master) licenses to construction contractors and other members of the building trades, including electricians, plumbers, carpenters, welders, etc.	Three (3) calendar years from the expiration, cancellation, revocation, or denial of the license.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 USC section 405 (c)(2)(C)(viii) [SSN], NRS 425.395, NRS 624.240, NRS 624.268, NRS 11.190 3(d), NAC 239.165 (1)(2)	None.

Buildings, Record of Street Addresses

LRDA Number 20070184

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the street address of buildings within the local government's emergency service area.	Permanent.	This record series may contain confidential or restricted information.	NRS 239C.210	None.

Cancelled Plans

LRDA Number 20121871

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains drawings, maps, plans, blueprints, and supporting documents submitted for permit review which are subsequently cancelled due to various reasons.	One (1) calendar year from the date of cancellation.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	None	None.

Code Interpretations

LRDA Number 20071576

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series contains records detailing interpretations of Building and Fire Safety Codes approved by the Building Official. May include back-up material clarifying interpretation.	Permanent.	None	NRS 278.0115	None

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Code Violation Records

LRDA Number 20070186

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents property maintenance code violations and may include but is not limited to photographs, on-site inspection notes, copies of ordinances, violation notices, orders to appear, correction notices, proof of correction, correspondence and related documents.	For violations retain three (3) calendar years after correction of violation. For alleged, but unfounded violations retain one (1) calendar year after determination that zoning ordinances have not been violated.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (3)(d), NRS 11.190 (4)(e)	None

Customer Tickets (Call Before You Dig)

LRDA Number 20101794

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of tickets, faxes, and similar documents showing underground equipment/utilities.	Six (6) calendar years from date of the ticket.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 455.110 to 455.115	None

Daily Logs of Inspections, Code Enforcement

LRDA Number 20071557

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains logs kept by Code Enforcement Officers detailing various inspections of potential property maintenance code violations.	One (1) calendar year after the calendar year in which log is generated.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Demolition Records

LRDA Number 20071588

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series contains records relating to the demolition and clearance of buildings deemed unfit for occupancy and condemned, and may include but is not limited to demolition orders, inspection reports, notices to property owners, correspondence, and any related court documents.	Three (3) calendar years after the date of demolition.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (3)(d), NRS 11.190 (4)(e)	None

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Dust Control Permits

LRDA Number 20071593

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the issuance of dust control permits for construction activities including surface grading and trenching.	Three (3) calendar years after the expiration of the permit, or for the period required by local ordinance, whichever is longer.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (3)(d)	None

Fire and Life Safety Files

LRDA Number 20070190

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series contains records which document all the necessary code requirements and operational restrictions placed upon a building or structure.	Permanent.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	None.

Inspection Records

LRDA Number 20071412

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents on-site building or residential inspections and is used to determine the compliance of building construction, electrical, plumbing, mechanical and other systems with adopted building codes, and all other building standards adopted by the local government. This series may contain but is not limited to inspection requests, information on owner, location of property, location of structure, type of construction, applicable codes, statement of restrictions, daily inspection logs, inspector's notes and remarks, code violation reports, correction reports, inspector's signature, associated documentation, and related correspondence. This series includes periodic, special, and final inspections.	Ten (10) calendar years after the completion of the improvement or project.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 278.570 to NRS 278.589, NRS 278.0233 to NRS 278.0237, NRS 11.190 (1)(b), NRS 11.202, NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	None.

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Inspection Reports, Fire Damage

LRDA Number 20070192

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series contains inspection reports of buildings/structures which have been damaged by fire and may contain but is not limited to: inspection reports, owner/occupier information, associated documentation, and related correspondence.	Ten (10) calendar years from the date of inspection.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.202	None

Inspections of Mobile Home Parks

LRDA Number 20070194

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series contains inspection reports of mobile home parks and may contain but is not limited to inspection report, owner/occupier information, related correspondence, and similar documents.	Two (2) calendar years from date of inspection.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Inspector's Daily Logs

LRDA Number 20071555

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series usually consists of detailed logs kept by inspectors of information relating to daily building code inspections.	One (1) calendar year after the calendar year in which log is generated	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Moved Buildings

LRDA Number 20070197

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains documents related to buildings which have been moved.	Two (2) calendar years from the end of the calendar year to which the records pertain.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	None.

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Performance Bonds

LRDA Number 20070198

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series contains information on performance bonds posted by individuals/entities which protect local governments from financial loss should a contractor fail to perform a contract in accordance with its terms and conditions.	One (1) calendar year after the contract is completed.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 339.015 to 339.065	None

Permits - Application File

LRDA Number 20071570

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of records required for building permit applications including but not limited to permission letters, change of ownership or contractor letters, HOA approval letters, permit checklists, copies of ownership documents, fee refunding records and copies of permits issued by other entities.	One (1) calendar year from the end of the calendar year to which the record pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	None	None.

Permits - Cancelled Permits

LRDA Number 20071571

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents building permit applications or permits which have been cancelled due to various reasons.	One (1) calendar year after cancellation.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	None	None.

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Permits - Design and Construction File, Commercial or Public Structures

LRDA Number 20071572

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series includes structural files for any building not classified as "Group R" in the International Building Code, and any structure on or related to the subject property. The structural file consists of tests and calculations directly related to the structural integrity or technical components of the structure. This series may contain but is not limited to Code Modification Requests, Field Density Testing Reports, Field Submitted Structural Tests and Structural Info from Inspection, Final Grading Reports, Finished Floor Elevation Certificates, Geotechnical Reports, Correspondence from Geotechnical Engineer, Pad Certification Reports, Post Tension Stressing Certificate, Special Inspection (QAA) Reports, Structural Calculations, Structural Checklist, Truss Calculations, related correspondence, and similar documents.	Final Inspection Approved- Retain for life of structure. If Disaster Occurs -Retain six (6) calendar years after the calendar year in which a disaster involving the structure occurs. If Permit Expires-Retain three (3) calendar years after the calendar year in which the permit for the plans expires.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239C.090, NRS 239C.210, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	This series also includes plans for all properties classified as mixed-use, all hotels and motels, and all high-rise buildings

Permits - Design and Construction File, Residential Structures

LRDA Number 20071573

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series includes structural files for any building classified as "Group R" in the International Building Code (not including hotels, motels, and any high-rise structure), and any structure on or related to the subject property. The structural file consists of tests and calculations directly related to the structural integrity or technical components of the structure. This series may contain but is not limited to Code Modification Requests, Field Density Testing Reports, Field Submitted Structural Tests and Structural Info from Inspection, Final Grading Reports, Finished Floor Elevation Certificates, Geotechnical Reports, Correspondence from Geotechnical Engineer, Pad Certification Reports, Post Tension Stressing Certificate, Special Inspection (QAA) Reports, Structural Calculations, Structural Checklist, Truss Calculations, associated documentation, and related correspondence.	Final Inspection Approved - Retain ten (10) calendar years after the final inspection is approved. If Permit Expires - Retain three (3) calendar years after the calendar year in which the permit for the plans expires. If structure destroyed prior to final inspection approval - Life of structure.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.202, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

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Plans for Commercial and Public Structures

LRDA Number 20070205

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series usually contains maps, plans, blueprints, specifications and similar documents submitted with applications for building and construction permits. This series includes plans for any structure not classified as "Group R" in the International Building Code, and any structure on or related to the subject property.	Life of the building or six (6) calendar years after a disaster involving the building.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239C.090, NRS 239C.210, NRS 11.190 (1)(b), NAC 239.165 (1)(2)	None.

Plans for Residential Structures

LRDA Number 20070206

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series usually contains maps, plans, blueprints, specifications, and similar documents submitted with applications for building and construction permits. This series includes plans for any building classified as "Group R" in the International Building Code (not including hotels, motels, and any high-rise structure), and any structure on or related to the subject property, associated documentation, and related correspondence.	Ten (10) calendar years after final inspection approval.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.202, NAC 239.165 (1)(2)	None.

Plans: Checkers, Records of Persons Reviewing Plans and Blueprints

LRDA Number 20070203

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the plan review process and may contain but is not limited to copies of maps, plans, blueprints, specifications, application for permit, internal forms, related correspondence, and similar documents.	Three (3) calendar years from the end of the calendar year to which the records pertain.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239C.090, NRS 239C.210, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	None.

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Plot Plans

LRDA Number 20070207

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of scale drawings of property that shows the size and configuration of the property and the size and location of manmade features which currently exist on the property. This series is usually used when seeking permits to make physical changes to the property.	Twenty-five (25) calendar years after the calendar year in which the Certificate of Occupancy is issued or the final inspection is made.	This record series may contain confidential or restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239C.090, NRS 239C.210, NAC 239.165 (1)(2)	None.

Residential Pool and Spa Files

LRDA Number 20121870

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to review plans for construction or remodeling (improvement) of residential pools, spas and similar swimming/bathing related structures. This series may include but is not limited to applications, forms, plans, drawings, manufacturers specification information, technical documents, inspection records, testing results, letters of approval or denial of permit, related correspondence, and similar documents.	Three (3) calendar years from the end of the calendar year in which the permit was approved or denied and not renewed.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190(3)(d), NRS 11.190 (4)(e)	None

Sewer Taps

LRDA Number 20070216

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the application for and issuance of sewer tap permits and connections between specific properties and the municipal utility system.	Twenty-five (25) calendar years from the end of the calendar year to which the records pertain.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

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Temporary Power Service Records

LRDA Number 20070174

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents requests for temporary power and may include but is not limited to application for service, fee schedule, receipts, related correspondence and similar documents.	One (1) calendar year from termination of service.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Temporary Power, Requests

LRDA Number 20070219

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents requests for temporary power usually for construction, special event and similar activities.	One (1) calendar year from the end of the calendar year to which the records pertain	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None